

# CITY OF HELENA



**Position Title:** Chief Financial Officer

**Department:** Finance

**Division:** Administration

**FLSA:** Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

This position is responsible for the long range financial planning of the City of Helena. The work performed by this position involves administration of financial affairs of the city government in accordance with the law. The position shall have oversight and control in all matters pertaining to the interpretation and implementation of generally accepted accounting principles, issuance of debt, and the financial reporting of the city, its boards, agencies, departments and its funds including general fund, proprietary funds, fiduciary funds and enterprise funds.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

## **Department Management and Administration**

This position leads the following organizational functions: Budget, Accounting, Grants, Utility & Parking billing and payments, Facilities, and other related functions as assigned. This is successfully accomplished by developing and implementing goals, objectives, policies and priorities; establishing within City policy, appropriate service and staffing levels; and communicating and coordinating relevant department activities with other departments and outside agencies/organizations.

This position continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures throughout City operations in cooperation with other department heads; assesses workload, administrative support systems and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.

Additionally the position is responsible for ensuring the department personnel are selected, trained, motivated and evaluated; providing and coordinating staff training; coaching employees to correct deficiencies; implementing discipline and termination recommendations; assisting in development of staff professional development and personal improvement plans; inspiring and expecting exceptional customer service; evaluating workloads; leading the integration of applications that automate functions related to technology and financial systems; evaluating financial systems and determining if improvements or replacement is needed; serve as liaison to IT services and ensuring those IT services have value equivalent to the resources allocated yearly.

## **Finance and Budget**

The incumbent submits monthly financial reports to the City Manager and Commission showing the financial condition of the various funds of the city and other information as directed; provides direction and executes financial research on special projects and preparation of reports; produces annual book of fees schedules and analyzes fees as directed; and establishes finance operational strategies by evaluating trends, establishing critical measurements, quality and customer service strategies, designing systems, accumulating resources, resolving problems and implementing changes.

This position also supports the City Manager's Office in financial management strategies and operations including analysis of legislative proposals or actions, funding recommendation for CIP's, economic development initiatives, work involving interlocal agreements; development or approval of key business models; invests excess funds in state permitted investments that will 1. protect principal invested, 2. maintain adequate liquidity, and 3. provide a reasonable return on invested funds; periodically

communicates to City Manager and Commission the state of borrowing capacity; debt repayment, term changes and other relevant details; and oversees and ensures the preparation and capital biennial budget of the City under the direction of the City Manager and ensures preparation of financial information for all departments.

### **General Accounting**

The Chief Financial Officer designs, establishes and maintains effective accounting systems and sound procedures for accounting for financial transaction and reporting, operating and capital budgets, and internal controls for the city to include each department, board, agency and fund. All accounting systems, financial reporting and internal controls will be maintained in accordance with generally accepted government accounting principles, practices and procedures required by the state. The position also approves or rejects recording and recognition of all revenues, expenditures or expenses and all other transactions to the accounting records under their control that ensure the records accurately reflect the value of the assets, liabilities, revenues and expenditures or expenses of the city and its funds. Executes authority to take all actions necessary for the collection of debts owed the city consistent with general law.

### **Grants Administration and Contracts**

The incumbent coordinates financial reporting and accounting for all city grants and maintains database of all grants with State and Federal agencies; serves as liaison, representative and/or coordinator for the City in all grants; coordinates and tracks city contracts including creation of contract renewal schedules.

### **Payment Services**

The position oversees all activities related to utility and parking revenue collection; coordinates communication strategies and tool development to effectively inform the public about payment systems; implements on-line, phone payment systems and embraces new application use to ease revenue collection;

### **Facilities**

Oversees the maintenance and management of public facilities including asset inventory development and update of operations and management CIP; coordinates expenses and revenues associated to these facilities; oversees lease agreements and facility use protocols and procedures; and ensures facilities meet safety standards and adhere to ADA regulations.

### **Safety Administration**

The Administrative Services Director is responsible to abide by the City of Helena and department practices that have been established for specific job assignments and occupations. Furthermore, the position is required to ensure that all employees within the department are following all City safety standards and protocol. The position is expected to participate fully in safety training and suggest improvements in safety training requirements or programs to Human Resources Department or the safety committee.

### **Essential Knowledge, Skills and Abilities Related to this Position:**

#### **Knowledge of:**

- General Accepted Accounting Principles and GASB
- Process improvement techniques
- Municipal budgeting, financing and financial controls
- Supervision and coaching techniques,
- Strategic planning and employee development
- Financial and performance audits
- Debt issuance and management
- Participatory budgeting techniques
- CAFR
- ERP systems and how to operationalize them

**Skill or ability to:**

- Financial planning and strategy
- Profitability management
- Vision and leadership- ability to value the commission’s vision and inspire department to follow it
- Quality management
- Process improvement management
- Revenue/Expenditure forecasting
- Municipal finance
- Biennial budget development
- Financial skills
- Problem solving
- Effective communication and public speaking skills
- Coaching and capacity building: Assist City Department as necessary in understanding budget process and in tracking appropriations.
- Technology and innovation
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

**Physical Demands:**

The position requires the ability to perform sedentary physical work with the ability to lift and carry up to 10 pounds regularly and on occasion up to 50 pounds. The position must have the ability to perform body movements applicable to records management and an office environment.

**Minimum Qualifications (Education, Experience and Training):**

This position requires a Bachelor’s degree in accounting, business administration, public administration or related degree with an emphasis in governmental budgeting, finance and/or accounting from an accredited college or university. A Master’s degree in a related area is preferred but not required. The position requires six years of progressively responsible experience with emphasis on public administration, governmental finance and budgeting, four years of management and supervisory experience and experience with Enterprise Resource Planning software. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

Must possess a valid driver’s license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver’s license within six months of hire.

Possession of or ability to obtain CPA or CPFO within one year.

**Supervision Received:**

Supervised by the City Manager.

**Supervision Exercised:**

Exercises direct and delegated supervision over management, supervisory, professional, technical, and clerical staff in the department. Responsible for all employees of the Finance Department

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.